

December 7, 2015 8:30 A.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET

TRENTON, NC 28585

MINUTES

COMMISSIONERS PRESENT:

Sondra Ipock-Riggs, Chairperson

Zack Koonce, Commissioner

Frank Emory, Commissioner

Mike Haddock, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager

Angelica Hall, Clerk

COMMISSIONERS ABSENT:

Joseph Wiggins, Vice-Chair

The Chairperson called the meeting to order. Commissioner Frank Emory gave the invocation.

MOTION was made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the agenda be **APPROVED** with the following addition:

6. CDBG COMPLIANCE PLANS

MOTION made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the minutes for Regular Meeting on November 16, 2015 be **APPROVED**.

PUBLIC COMMENT PERIOD:

No Public Comment

1. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Sondra Ipock-Riggs, Chairperson, turned the meeting over to Jimmie Hicks, County Attorney.

Mr. Hicks explained the nomination and election process to the Board and opened the floor for nominations for Chairperson. Commissioner Franky Emory nominated Zack Koonce.

There were no other nominations. **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the nominations be closed. Zack Koonce will serve as Chairperson for the coming year.

The floor was opened for nominations for Vice-Chairperson. Commissioner Zack Koonce nominated Frank Emory. There were no other nominations. **MOTION** made by Commissioner Zack Koonce and seconded by Commissioner Frank Emory and unanimously carried **THAT** nominations be closed. Frank Emory will serve as Vice-Chairperson for the coming year.

2. APPOINTMENTS TO OFFICE

Mr. Franky Howard informed the Board, it was time to appoint the following positions: County Manager, Clerk to the Board, Finance Officer, County Attorney and Veteran's Service Officer. Motion made by Commissioner Mike Haddock, seconded by Commissioner Frank Emory and unanimously carried **THAT** Franky Howard be appointed as County Manager.

MOTION made by Commissioner Mike Haddock, seconded by Commissioner Frank Emory and unanimously carried **THAT** Angelica Hall be appointed Clerk to the Board.

MOTION made by Commissioner Mike Haddock, seconded by Commissioner Frank Emory and unanimously carried **THAT** Brenda Reece be appointed as Finance Officer.

MOTION made by Commissioner Mike Haddock, seconded by Commissioner Frank Emory and unanimously carried **THAT** Jimmie Hicks be appointed as County Attorney.

MOTION made by Commissioner Mike Haddock, seconded by Commissioner Frank Emory and unanimously carried **THAT** Archie Hargett be appointed as Veterans' Service Officer.

3. TAX COLLECTION REPORT

Mr. Franky Howard presented the Board with the Tax Collection Report. This is informational only no action needed by the Board.

4. ENVIRONMENTAL HEALTH SPECIALIST PAY INCREASE

Mr. Wesley Smith, Health Director, came before with a recommendation that the contracted rate of pay for Environmental Health Specialists be increased from \$35.00 per hour to \$38.82 per hour. There has not been an increase in the rate paid to EH Specialists since July 1, 2007.

MOTION made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Frank Emory and unanimously carried **THAT** the contracted rate of pay for Environmental Health Specialists be **APPROVED** as presented and increased from \$35.00 per hour to \$38.82 per hour.

5. REAPPOINTMENT OF APRIL AYCOCK, PUBLIC MEMBER

Mr. Wesley Smith, Health Director, informed the Board, that the Jones County Board of Health recommended April Aycock, Public Member, be reappointed to serve a second 3 year term on the Board of Health, to expire in December 2018. According to NC GS 130A-35, members of a county Board of Health shall be appointed by the County Board of Commissioner. **MOTION** mad by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Frank Emory and unanimously carried **THAT** April Aycock, Public Member be **REAPPOINTED** to the health board.

6. CDBG COMPLIANCE PLANS

Mr. Franky Howard presented the Board with a Resolution to approve updated CDBG Compliance Plans. **MOTION** made by Commissioner Mike Haddock, seconded by Commissioner Frank Emory and unanimously carried **THAT** the resolution be **APPROVED**

as presented. A copy of this resolution is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

COUNTY MANAGER'S REPORT

Mr. Howard read a letter of support for the schools from the Town of Maysville.

COMMISSIONER'S REPORTS

Commissioner Sondra Ipock-Riggs requested Agenda Packets be received in a timely manner. Also, requested a report on how money was spent on improvements in the Ag building.

Commissioner Frank Emory requested a report on how the total monies spent on the Ag building.

PUBLIC COMMENT

No Public Comment

MOTION made by Commissioner Frank Emory, seconded by Commissioner Mike Haddock, and unanimously carried **THAT** the meeting be adjourned at 9:20 a.m.

Zack Koonce
Chairman

Angelica Hall
Clerk to the Board

EXHIBIT A

RESOLUTION BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF JONES
APPROVING UPDATED CDBG COMPLIANCE PLANS

WHEREAS, the County of Jones has been awarded a 2011 CDBG Catalyst Grant and a 2011 CDBG Economic Development grant; and

WHEREAS, the County of Jones is required by the NC State CDBG Program to maintain certain compliance plans that are required of all federal CDBG grant recipients; and

WHEREAS, the compliances plans approved by the Board of Commissioners in January 2013 will be expiring soon,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Jones

THAT, The County of Jones hereby approves the updates to the following compliance plans that will remain effective for a new three year period from December 7, 2015 to December 7, 2018:

Equal Employment and Procurement Plan
Section 3 Local Jobs Initiative Plan
Section 504 Evaluation Survey
Section 504 Grievance Procedure

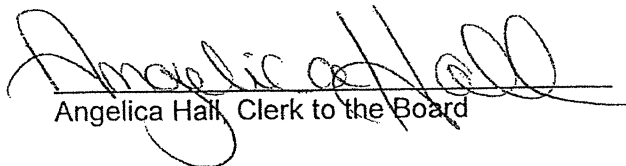
THAT, The plans will apply to the current CDBG grants and to any other CDBG grant received during the three year plan period; and

THAT, the Chairman of the Board, and the Clerk to the Board, are hereby authorized to sign the compliance plans and submit to the NC State CDBG Program; and

THAT, The County of Jones has substantially complied with or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to the CDBG projects.

Adopted this 7th day of December, 2015

ATTEST:


Angelica Hall, Clerk to the Board


Chairman

Equal Employment and Procurement Plan

COUNTY OF JONES

(County)

DECEMBER 7, 2015 – DECEMBER 7, 2018

(Time Period)

The County of Jones maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the County of Jones prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County of Jones shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

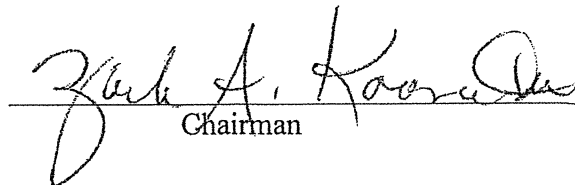
Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager to assist in the implementation of this policy statement.

The County of Jones shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the Chairman and County Board of Commissioners.

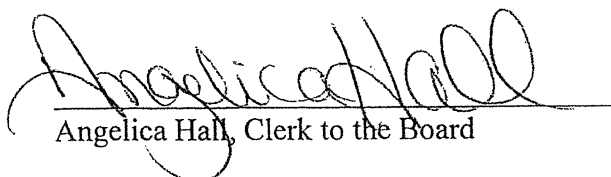
The County of Jones is committed to this policy and is aware that with its implementation, the County of Jones will receive positive benefits through the greater utilization and development of all its human resources.

This Plan is not grant specific and applies to all CDBG Grants. This Plan shall become effective upon adoption and shall apply for a period of three years thereafter.

Adopted this 7th day of December, 2015


Chairman

ATTEST:


Angelica Hall, Clerk to the Board

Section 3 Local Jobs Initiative Plan Local Economic Benefit for Low and Very Low Income Persons

COUNTY OF JONES

(County)

DECEMBER 7, 2015 – DECEMBER 7, 2018

(Time Period)

I. APPLICATION AND COVERAGE OF POLICY

The County of Jones is committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area. As required by Section 3 of the Housing and Urban Development Act of 1968, the County of Jones has developed and hereby adopts the following Plan:

The County of Jones will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 CFR Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued there under. This Section 3 covered project area for the purposes of this grant program shall include the County of Jones.

The County of Jones will be responsible for implementation and administration of the Section 3 plan. In order to implement the County of Jones policy of encouraging local residents and businesses participation in undertaking community development activities, the County of Jones will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan will apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, the County of Jones will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification will include the Minority Business Directory published through the State Department of Commerce, local directories and Small Business Administration local offices. Word of mouth recommendation will also be used as a source.

The County of Jones will include the Section 3 clause and this plan in all contracts executed under the Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above will be included as well as sources of subcontractors and suppliers. The Section 3 Plan will be mentioned in the pre bid meetings and preconstruction meetings.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the nearest Employment Security Commission will be notified and referred to the contractor.

Each contract for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of \$100,000 will be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and will be updated from time to time or as the grant staff may deem necessary.

Early in the CDBG project, prior to any contracting, major purchases or hiring, the County of Jones will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The County of Jones will then advertise the pertinent information regarding the project including all Section 3 required information. The Division of Community Assistance, State CDBG Program (DCA) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out to the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

The County of Jones will take the following steps to assure that low income residents and businesses within the community development project area and within the County of Jones are used whenever possible:

1. Place qualified residents and businesses on solicitation lists
2. Assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies
3. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by residents and businesses
4. Establish delivery schedules, where the requirements permit, which encourage participation by area for residents and businesses

The following methods will be used for the Section 3 program in the County:

☒ The County of Jones will place a display advertisement in the local newspaper containing the following information:

1. A brief description of the project
2. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
3. An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.
4. A location where individuals interested in jobs or contracts can register for consideration
5. A statement that all jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, or which the County of Jones will maintain a list for individuals and business concerns inquiring information

☒ Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

☒ Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

1. Advertisement in the local newspaper
2. Posting of Section 3 Plan at the County Government Complex
3. County Board meeting when project activities and schedules are discussed
4. Open meetings of Project Advisory Committee (if applicable) when everyone in neighborhood is invited
5. Notification to other agencies that provide services to low-income people.

The County of Jones will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation, demolition and replacement housing contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

The County of Jones will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, housing rehabilitation activities and housing replacement activities.
2. Encourage public works contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

The County of Jones will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of DCA, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

The County of Jones will report annually the Section 3 numbers using the form HUD 60002 to DCA at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The County of Jones will require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

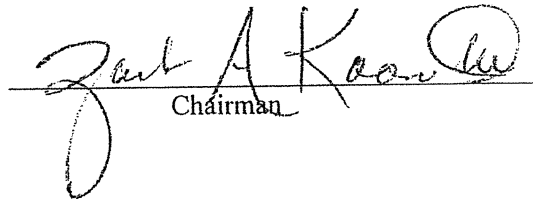
V. COMPLAINTS CONTACT

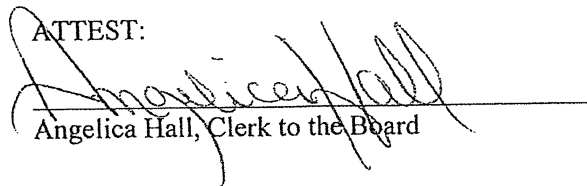
The County Manager will be the main contact in case any complaint is received from the general public on Section 3 compliance and may be contacted at the following address:

Franky Howard, County Manager, P. O. Box 340, Trenton, NC 28585, phone 252-448-7571

This Plan is not grant specific and applies to all CDBG Grants. This Plan shall become effective upon adoption and shall apply for a period of three years thereafter.

Adopted this 7th day of December, 2015


Chairman

ATTEST:

Angelica Hall, Clerk to the Board

Attachment 2 to Section 504 Self-Evaluation Survey

SECTION 504 GRIEVANCE PROCEDURE

COUNTY OF JONES

(County)

DECEMBER 7, 2015 – DECEMBER 7, 2018

(Time Period)

I. Purpose

Whenever a grievance arises on the basis of handicap or disability regarding employment or County services, individuals should follow the established grievance procedure for proper resolution. All notices of grievance must be made in writing and will be responded to within 10 working days from the date of receipt.

II. Grievance Procedures

The following steps should be followed in resolving grievances:

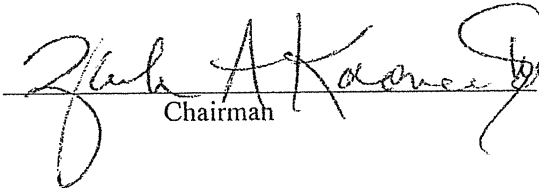
1. The individual should submit the grievance complaint in writing to the County Department Head responsible for the County service or employment action.
2. If the issue is not resolved, the individual filing the grievance complaint may appeal the Department Head's decision to the County Manager, Franky Howard, at P. O. Box 340, Trenton, NC 28585 (phone 252-448-7571). The County Manager will consult with the Department Head or other involved parties, gather information, make a decision and issue a written response within 10 working days. The County Manager is designated as the Section 504 Compliance Officer and is the final appointed staff person responsible for resolving grievances.
3. If the issue is still not resolved, the individual filing the grievance complaint may appeal the decision to the County Board of Commissioners. The Board, at the earliest possible regularly scheduled meeting, will review the circumstances and reach a determination on the resolution of the grievance. After making a decision, the Board will issue a written statement to the individual within 10 working days.
4. If the individual is not satisfied with the decision, then the individual may appeal to any appropriate state or federal agency or court with jurisdiction of the matter. For a complaint involving CDBG Projects administered by the NC Dept. of Commerce, the individual can submit the complaint in writing to:

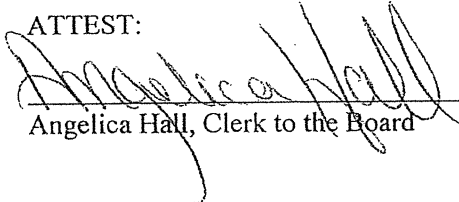
NC Department of Commerce
Division of Community Assistance
State CDBG Program
4313 Mail Service Center
Raleigh, NC 27699-4313

5. This grievance procedure will be made public by posting at the County Government Complex and publicizing in the local newspaper in order to inform all individuals of the process to follow in submitting grievances on the basis of handicap or disability regarding employment or services.
6. The County will maintain a record of all complaints and resolutions. The County will notify the NC Division of Community Assistance, State CDBG Program, Compliance Office of any complaints alleging non-compliance with these requirements.

This self-evaluation survey, policy of non-discrimination on the basis of handicapped status, and grievance procedure are not grant specific and apply to all CDBG Grants. This self-evaluation survey, policy of non-discrimination on the basis of handicapped status, and grievance procedure shall become effective upon adoption and shall apply for a period of three years thereafter.

Adopted this 7th day of December, 2015


Chairman

ATTEST:

Angelica Hall, Clerk to the Board

SECTION 504 SELF - EVALUATION SURVEY

CDBG/HUD RECIPIENT INFORMATION

CDBG/HUD RECIPIENT NAME: County of Jones

CDBG/HUD RECIPIENT ADDRESS: P. O. Box 340
Trenton, NC 28585

NAME OF HUD RECIPIENT (HR) STAFF PERSON
RESPONSIBLE FOR SELF-EVALUATION SURVEY: Franky Howard, County Manager

EMAIL: fhoward@jonescountync.gov

PHONE NUMBER: 252-448-7571 TDD: 252-448-2561; 711

DATE SELF-EVALUATION WAS COMPLETED: December 7, 2015

CDBG GRANT NUMBER: Survey is not grant specific and applies to all CDBG grants,
both now and for the next three years

APPLICABILITY: Applies to County as a CDBG Recipient & not to a single CDBG Project.

PERIOD COVERED: December 7, 2015 - December 7, 2018

SIGNATURE OF AUTHORIZED OFFICIAL: _____
Chairman

Current Grievance Procedure and Policy of Non-Discrimination On the Basis of Handicapped Status, adopted by the Board of Commissioners on December 7, 2015 along with the Self-Evaluation Survey, are attached.

U.S. Department of Justice
Civil Rights Division
Coordination and Review Section

TECHNICAL ASSISTANCE GUIDE
SUPPLEMENTAL INFORMATION
ABOUT THE SECTION 504 TRANSITION PLAN REQUIREMENTS

TAG-88-11

SECTION 504 COMPLIANCE

SECTION 1. PROGRAM OUTREACH AND COMMUNICATION

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

NOTIFICATION

1. Has the HR taken steps to notify participants, applicants, employees, and unions or professional organizations that it does not discriminate on the basis of disability?
☒ YES ☐ NO

YES—Briefly describe the methods used to notify the public about non-discrimination policies.

Post non-discrimination notice at the County Government Complex bulletin board and place non-discrimination public notice in the local newspaper.

NO—Modification or corrective action:

2. Has the HR adopted special procedures to notify persons with disabilities, especially those with vision and hearing impairments?
☒ YES ☐ NO

YES—Briefly describe the methods used to ensure program participation by those who have visual or hearing impairments. (Methods include, but are not limited to; qualified sign language and oral interpreters, readers, or the use of taped and Braille materials.)

Based on the request from citizens, the County will make available qualified sign language and oral interpretations, readers or the use of taped or Braille materials.

NO—Modification or corrective action:

PRINTED MATERIALS

1. Are written materials including posters with non-discrimination notices placed in physically accessible locations?
☒ YES ☐ NO
2. Can small print of posted announcements be read from a wheelchair?
☒ YES ☐ NO
3. Are all words in printed materials clearly legible?
☒ YES ☐ NO
4. Would color blind individuals be able to distinguish all contents in printed materials?
☒ YES ☐ NO
5. Are representations of disabled individuals free of patronizing stereotypes?
☒ YES ☐ NO

6. Do graphics in printed material permit easy reading of the contents?
☒YES ☐NO
7. Is all necessary program information included in printed material?
☒YES ☐NO
8. Are procedures for providing program access to disabled individuals stated clearly?
☒YES ☐NO
9. Do all appropriate HR documents now include policy statements about non-discrimination on the basis of disabilities?
☒YES ☐NO
10. Are the Section 504 contact person's name, address, and phone number listed in printed material?
☒YES ☐NO

NO to any questions above - Modification or corrective action:

INFORMATION DISSEMINATION

1. Can copies of written materials be reasonably obtained by individuals with disabilities?
☒YES ☐NO
2. Have disability groups been included in the dissemination process?
☒YES ☐NO
3. Does the HR use all available print and broadcast media to ensure that all individuals with disabilities receive appropriate notification?
☒YES ☐NO
4. Does the HR disseminate information to all agencies or organizations that deal with persons with disabilities in the HR service jurisdiction?
☒YES ☐NO
5. Does all of the information disseminated by the HR include current non-discrimination policies?
☒YES ☐NO

NO to any questions above - Modification or corrective action:

COMMUNICATION

1. Has the HR taken appropriate steps to ensure effective communication with applicants, program participants, and members of the public by providing auxiliary aids where necessary so that individuals with disabilities (particularly persons with impaired vision or hearing) can have the opportunity to participate in, and enjoy the benefits of HR programs and activities?
☒YES ☐NO
NO—Modification or corrective action:
2. Has the HR installed a telecommunications device (TDD) to communicate with hearing impaired and deaf persons?

☒ YES ☐ NO *County uses TDD at the County 911 Communication Center (252-448-2561), the NC Human Relations Commission TDD (919-807-4420), and NC Telecommunications Relay Service at 711 to provide full accessibility.*

NO—Modification or corrective action:

3. If the HR has a TDD, is the number listed in the commercial telephone or TDD directories?

☒ YES ☐ NO ☐ N/A

NO—Modification or corrective action:

4. Has the HR installed a reader, developed Braille materials, audio recordings or other similar services and devices for persons with impaired vision?

☒ YES ☐ NO

NO—Modification or corrective action:

SECTION 2. COMPLAINT PROCESSING PROCEDURES

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

1. Does the HR have a written policy for handling complaints of discrimination based on disability?

☒ YES ☐ NO

YES—**Attach** a copy of the current HR policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy. *Policy of Nondiscrimination on Basis of Handicapped Status is attached. Adopted January 7, 2013 and re-adopted December 7, 2015.*

NO—Modification or corrective action:

2. Has the HR adopted procedures that incorporate due process standards and allow for prompt resolution of any complaints or alleged discrimination based on disabilities?

☒ YES ☐ NO

YES—Attach a copy of your current grievance procedures and the name of the person or unit responsible for receiving and processing complaints.

Copy of Grievance Procedure is attached. Adopted January 7, 2013 and re-adopted December 7, 2015.

NO—Modification or corrective action:

3. Has the HR notified staff and program participants about the grievance procedures?

☒ YES ☐ NO

SECTION 3. ELIGIBILITY AND ADMISSION CRITERIA

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

1. Has the HR examined all policies pertaining to program eligibility and admission criteria to determine if they had the purpose or effect of excluding or limiting the participation of individuals with disabilities in HR's programs and activities?
☒ YES ☐ NO

No—Modification or corrective action:

2. Has the HR, in examining its policies on program eligibility and admission criteria, paid particular attention to those incorporating or establishing: (1) physical or mental fitness or performance requirements; (2) safety standards; (3) testing requirements; (4) educational requirements; (5) work experience requirements; (6) income level requirements (7) credit rating requirements; (8) requirements based on disability; (9) requirements that prohibit participation because of disability; and (10) insurability requirements?
☒ YES ☐ NO

No—Modification or corrective action:

3. Has the HR altered or eliminated policies that have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities in HR's programs and activities?
☐ YES ☐ NO ☒ N/A

N/A—Explain: *No exclusionary or limiting policies were found in review of programs and activities.*

SKIP TO NEXT SECTION

YES—List any policies that have been altered or eliminated.

NO—Modification or corrective action:

4. Has the HR communicated the policy changes to staff members and the public?
☐ YES ☐ NO

NO—Modification or corrective action:

SECTION 4. EMPLOYMENT POLICY AND PRACTICE

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some case, a YES answer will also require that additional information be supplied to complete the evaluation process.

REASONABLE ACCOMMODATION

1. Has the HR made a reasonable accommodation (an accommodation which does not impose an undue hardship on the HR operation) to the known physical or mental limitations of an otherwise qualified applicant with disabilities or employee with disabilities?

☐ YES ☐ NO ☒ N/A - SKIP TO NEXT SECTION.

NO—Modification or corrective action:

N/A—Explain: *No one has been hired recently that had any physical or mental limitations needing accommodations. However, the County would make reasonable accommodations if the situation arose.*

IMPORTANT INFORMATION

Reasonable accommodation would include making facilities used by employees accessible to and usable by individuals with disabilities, job restructuring, job relocation, part-time or modified work schedules, acquisition or modification of equipment and devices, the provision of readers or interpreters, and other similar actions.

2. In determining whether an accommodation imposed an undue hardship on the operation of the HR program, were the following factors considered?
- a) The overall size of the HR program with respect to the number of employees, number and type of facilities, and size of budget?
☒ YES ☐ NO
 - b) The type of the HR operation, including the composition and structure of the workforce?
☒ YES ☐ NO
 - c) The nature and cost of the accommodation?
☒ YES ☐ NO

NO to any question above - Modification or corrective action:

EMPLOYMENT CRITERIA

IMPORTANT INFORMATION

The HR may not deny any employment opportunity to a qualified handicapped or disabled employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

1. If the HR uses an employment test or other criteria for selection that screens out or tends to screen out individuals with disabilities, can the HR show that the test score or other selection criteria is job related?
☐ YES ☐ NO ☒ N/A - SKIP TO QUESTION 3.
No—Modification or corrective action:
N/A—Explain (e.g. no such test/criteria used):
2. Has the HR obtained information from the appropriate HUD official that demonstrates that alternative job related tests or criteria that tend to screen out fewer individuals with disabilities are unavailable?
☐ YES ☐ NO

NO—Modification or corrective action:

3. Does the HR administer tests which accurately reflect the applicant's or employee's job skills or aptitude rather than the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test is designed to measure)?

☒YES ☐NO

NO—Modification or corrective action:

PRE-EMPLOYMENT INQUIRES

1. Is the HR aware that it can not make a pre-employment inquiry or conduct a medical examination of an applicant to determine whether the individual is a person with disability unless the HR is undertaking affirmative action efforts or conditioning an offer of employment on the results of a medial examination given to all prospective employees in the same job category?

☒YES ☐NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HR may make a pre-employment inquiry into an applicant's ability to perform job-related functions.

2. When the HR is undertaking affirmative action efforts, voluntary or otherwise, and inviting applicants for employment to indicate whether and to what extent they are disabled, does the HR meet the following conditions:

- a) State clearly either orally or in writing that the requested information is intended for the HR's affirmative action efforts?

☒YES ☐NO

- b) State clearly that the information is being requested on a voluntary basis, that it will be kept confidential and that refusal to give the information will not subject the applicant or employee to any adverse treatment?

☒YES ☐NO

NO to any questions above - Modifications or corrective action:

3. Has the HR informed job applicants that an employment offer may be conditioned on the results of a medical examination if all entering employees in a job category must take an examination regardless of disability, and the examination accurately reflects the employee's job skills?

☒YES ☐NO

No—Modifications or corrective action:

4. Has the information obtained by the HR concerning the medical condition or history of job applicants been collected and maintained on separate forms and accorded confidentially as medical records?

☒YES ☐NO

No—Modification or corrective action:

IMPORTANT INFORMATION

Supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodations; first aid and safety personnel may be informed if the medical condition might require emergency treatment; and Section 504 compliance officers can have access to relevant medical information upon request.

SECTION 5. PHYSICAL ACCESSIBILITY OF BUILDINGS AND FACILITIES

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "NA" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

REASONABLE ACCOMMODATION

1. Has the HR made a reasonable accommodation (any accommodation which does not place an undue financial and administrative burden on the HR) to the known physical and mental limitations of qualified persons with disabilities to allow access to facilities, programs and services?

☐ YES ☐ NO ☒ N/A *No situation has occurred where a person with disabilities did not have access to facilities, programs or services, so no accommodation was required. Facilities are accessible.*

NO—Modification or corrective action:

2. In determining whether an accommodation imposed an undue financial or administrative burden on the operation of the HR program, were the following factors considered?

- a) The overall size of the HR's program with respect to the number of employees, number and type of facilities, and size of budget?

☐ YES ☐ NO ☒ N/A *See Question 1.*

- b) The type of the HR operation, including the composition and structure of the workforce?

☐ YES ☐ NO ☒ N/A *See Question 1.*

- c) The nature and cost of the accommodation?

☐ YES ☐ NO ☒ N/A *See Question 1.*

NO to any question above - Modification or corrective action:

3. Has the HR identified the individual responsible for making the final decision about undue financial and administrative burdens?

☒ YES ☐ NO

YES—Please identify the individual responsible for making the final decision: *The Board of Commissioners is responsible for the final decision, based on the recommendation of the County Manager and information provided by appropriate County staff.*

NO—Modification or corrective action:

4. Has the HR adopted a procedure for ensuring that decisions about undue financial and administrative burdens are made properly and quickly?

☒YES ☐NO

YES—Attach a copy of the current HR policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy.
Policy of Nondiscrimination on Basis of Handicapped Status is attached.

NO—Modification or corrective action:

NON-HOUSING FACILITIES

1. Has the HR designed or constructed any new non-housing facilities since July 11, 1988?
☐YES - ☒NO

NO—Skip to Question 2.

YES—Are these new HR non-housing facilities designed and constructed to be readily accessible to and usable by individuals with disabilities?
☐YES ☐NO

NO—Modification or corrective action:

2. Has the HR otherwise altered any existing HR non-housing facilities or designed any alterations to existing HR non-housing facilities since July 11, 1988?
☐YES ☒NO

NO—Skip to Question 3.

YES—Have these alterations or designs for alterations to existing HR non-housing facilities, to the maximum extent feasible, been made so that the facilities are readily accessible to and usable by individuals with disabilities?
☐YES ☐NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HUD recipients are not necessarily required to make each of its existing non-housing facilities accessible to and usable by individuals with disabilities. In the case of historic preservation programs or activities, HR is not required to take any action that would result in a substantial impairment of significant historic features of a historic property. HR is not required to take any action that it can demonstrate would result in a fundamental alternation in the nature of its program or activity. HR is not required to take any action if the change would impose undue financial and administrative burdens. If the HR determines that making a facility accessible would result in significant or fundamental alterations or would cause undue financial or administrative burdens, the HR should use other methods of providing accessibility to ensure that individuals with disabilities receive program or activity benefits and services.

3. Does the HR operate each non-housing program or activity receiving federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities?
☒YES ☐NO

NO—Modification or corrective action:

4. Does the HR need to make structural changes to non-housing facilities to achieve program accessibility?
☐ YES ☒ NO

NO—Skip to Question 5.

YES—Has the HR developed a transition plan setting forth the steps necessary to complete such changes?

☐ YES ☐ NO

NO—Modification or corrective action:

YES—Does the transition plan include the following?

- a) Identification of the physical obstacles in the HR's non-housing facilities that limit accessibility to programs?
☐ YES ☐ NO
- b) Detailed description of the methods that will be used to make the facilities accessible?
☐ YES ☐ NO
- c) A schedule for taking the steps necessary to achieve compliance in making facilities accessible?
☐ YES ☐ NO
- d) A schedule for each year of the plan if the time period of the transition plan is longer than one year?
☐ YES ☐ NO
- e) The name of the official responsible for implementation of the plan?
☐ YES ☐ NO
- f) The name(s) of the persons or groups who assisted with the preparation of the plan?
☐ YES ☐ NO

NO to any question above - Modification or corrective action:

5. Has the HR determined that making a non-housing facility accessible to individuals with disabilities would result in a fundamental alteration or would pose an undue financial or administrative burden?
☐ YES ☒ NO

NO—Proceed to next section - EXISTING HOUSING FACILITIES AND PROGRAMS

YES—Have other methods of providing accessibility been considered?

☐ YES ☐ NO

NO—Modification or corrective action:

YES—Please answer the following questions in the self evaluation.

Self-Evaluation

- 1) Have services been reassigned to accessible facilities or accessible portions of facilities?
☐ YES ☐ NO
- 2) Have aides been assigned to beneficiaries?
☐ YES ☐ NO
- 3) Have home visits been conducted?
☐ YES ☐ NO
- 4) Has equipment been added or redesigned?
☐ YES ☐ NO
- 5) Have changes been made in management policies and procedures?

- ☐ YES ☐ NO
- 6) Have additional accessible facilities been acquired or constructed?
☐ YES ☐ NO
- 7) Have alterations to existing facilities on a selective basis been completed?
☐ YES ☐ NO
- 8) Have other methods been employed?
☐ YES ☐ NO

No to any questions above - Modification or corrective action:

IMPORTANT INFORMATION

HR is not required to make structural changes in existing facilities where other methods are effective in achieving compliance for program accessibility in non-housing environments. In choosing among available methods for meeting the requirements, the HR shall give priority to those methods that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate.

EXISTING HOUSING FACILITIES AND PROGRAMS

IMPORTANT INFORMATION

This section applies to the Rental Rehabilitation and Section 8 Moderate Rehabilitation Programs.

1. Has the HR made any substantial alterations to existing housing facilities since July 11, 1988 (that is, made to a facility with 15 or more units and costing an amount equal to 75 percent or more of the replacement cost of the completed facility)?
☐ YES ☐ NO ☒ N/A The County has no existing housing facilities. SKIP TO END

YES—Do the facilities with the substantial alterations meet the same accessibility requirements as those for new construction?
☐ YES ☐ NO

NO—Modification or corrective action:

2. Has the HR made other alterations to dwelling units since July 11, 1988?
☐ YES ☐ NO

YES—Have the altered units been made accessible to and usable by individuals with disabilities to the maximum extent feasible?
☐ YES ☐ NO

NO—Modification or corrective action:

3. Has the HR made alterations of single elements or spaces of dwelling units which, when considered all together, amount to an alternation of the units since July 11, 1988?
☐ YES ☐ NO

YES—In these units, has the entire dwelling units been made accessible?
☐ YES ☐ NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HUD recipients should operate each existing housing program receiving federal financial assistance so that when viewed in its entirety, the program is readily accessible to and usable by persons with disabilities. HUD recipients are not necessarily required to make each of its existing facilities accessible. HR is not required to take any action if the change would impose undue financial and administrative burdens. If the HR determines that making a program accessible would result in significant or fundamental alterations or would cause undue financial or administrative burdens, the HR should use other

methods of providing accessibility to ensure that individuals with disabilities receive program or activity benefits and services.

4. Are a minimum of five percent of the dwelling units altered since July 11, 1988 (or more based on a higher need prescribed by HUD) readily accessible to individuals with mobility impairments?

☐ YES ☐ NO

NO—Modification or corrective action:

5. Have alterations to common areas or parts of existing facilities been made (since July 11, 1988) to the maximum extent feasible, so that the areas are accessible to and usable by individuals with disabilities?

☐ YES ☐ NO

NO—Modification or corrective action:

6. Has the HR determined that making an existing facility accessible to individuals with disabilities would result in a fundamental alternation or would pose an undue financial or administrative burden?

☐ YES ☐ NO

YES—Have the following options been considered:

- a) Have services been reassigned to accessible facilities or accessible portions thereof?

☐ YES ☐ NO

- b) Have aides been assigned to beneficiaries?

☐ YES ☐ NO

- c) Have home visits been conducted?

☐ YES ☐ NO

- d) Has equipment been added or redesigned?

☐ YES ☐ NO

- e) Have changes been made in management policies and procedures?

☐ YES ☐ NO

- f) Have additional accessible facilities been acquired or constructed?

☐ YES ☐ NO

- g) Have alterations to existing facilities on a selective basis been completed?

☐ YES ☐ NO

- h) Have other methods been employed?

☐ YES ☐ NO

NO to any question above—Modification or corrective action:

IMPORTANT INFORMATION

HR is not required to make structural changes in existing facilities where other methods are effective in achieving compliance for program accessibility in housing environments or to provide supportive services that are not part of the program. In choosing among available methods for meeting the requirements, the HR shall give priority to those methods that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate.

END

Attachment 1 to Section 504 Self-Evaluation Survey

COUNTY OF JONES POLICY OF NON-DISCRIMINATION ON THE BASIS OF HANDICAPPED OR DISABLED STATUS

The County of Jones is a recipient of Federal Community Development Block Grant funds. The County does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. Franky Howard, County Manager, has been designated to coordinate compliance with the non-discrimination requirements in accordance with Section 504 Handicapped Regulations and the Americans with Disabilities Act. For questions regarding this matter or for information regarding the County's procedure for handling complaints about discrimination of the handicapped, persons may contact Franky Howard, County Manager, P.O. 340, Trenton, NC 28585, telephone 252-448-7571. The hearing impaired may call 252-448-2561; the NC Human Relations Commission at telephone/TDD 919-807-4420; or the NC Telecommunications Relay Service at 711.. The County of Jones is an equal opportunity employer and service provider. This information is available in Spanish or any other language upon request. Please contact Franky Howard, County Manager, at 252-448-7571 or at the Jones County Government Complex, 418 NC Highway 58 North, Trenton, NC 28585 for accommodations for this request. Esta información está disponible en español o cualquier otra lengua a petición. Entre en contacto con por favor Franky Howard, encargado del condado, en 252-448-7571 o en Complejo del gobierno del condado de Jones, 418 NC Highway 58 North, Trenton, NC 28585, para las comodidades para esta petición.

Policy adopted by the Board of Commissioners on January 7, 2013, distributed to staff and posted on the County Government Complex bulletin board on the same day. Policy advertised in the local newspaper on December 28, 2012, March 31, 2014 and on March 30, 2015. Policy re-adopted by the Board of Commissioners on December 7, 2015

Attachment 2 to Section 504 Self-Evaluation Survey

SECTION 504 GRIEVANCE PROCEDURE

COUNTY OF JONES

(County)

DECEMBER 7, 2015 – DECEMBER 7, 2018

(Time Period)

I. Purpose

Whenever a grievance arises on the basis of handicap or disability regarding employment or County services, individuals should follow the established grievance procedure for proper resolution. All notices of grievance must be made in writing and will be responded to within 10 working days from the date of receipt.

II. Grievance Procedures

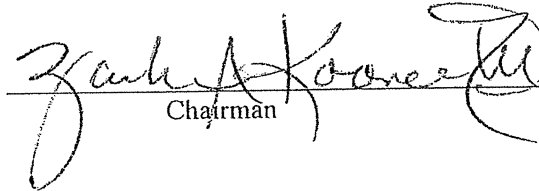
The following steps should be followed in resolving grievances:

1. The individual should submit the grievance complaint in writing to the County Department Head responsible for the County service or employment action.
2. If the issue is not resolved, the individual filing the grievance complaint may appeal the Department Head's decision to the County Manager, Franky Howard, at P. O. Box 340, Trenton, NC 28585 (phone 252-448-7571). The County Manager will consult with the Department Head or other involved parties, gather information, make a decision and issue a written response within 10 working days. The County Manager is designated as the Section 504 Compliance Officer and is the final appointed staff person responsible for resolving grievances.
3. If the issue is still not resolved, the individual filing the grievance complaint may appeal the decision to the County Board of Commissioners. The Board, at the earliest possible regularly scheduled meeting, will review the circumstances and reach a determination on the resolution of the grievance. After making a decision, the Board will issue a written statement to the individual within 10 working days.
4. If the individual is not satisfied with the decision, then the individual may appeal to any appropriate state or federal agency or court with jurisdiction of the matter. For a complaint involving CDBG Projects administered by the NC Dept. of Commerce, the individual can submit the complaint in writing to:
NC Department of Commerce
Division of Community Assistance
State CDBG Program
4313 Mail Service Center
Raleigh, NC 27699-4313

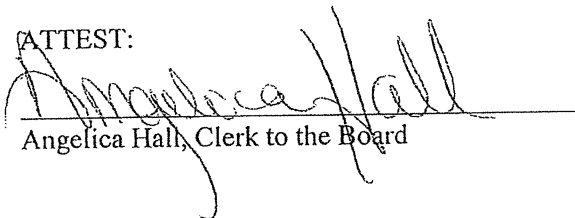
5. This grievance procedure will be made public by posting at the County Government Complex and publicizing in the local newspaper in order to inform all individuals of the process to follow in submitting grievances on the basis of handicap or disability regarding employment or services.
6. The County will maintain a record of all complaints and resolutions. The County will notify the NC Division of Community Assistance, State CDBG Program, Compliance Office of any complaints alleging non-compliance with these requirements.

This self-evaluation survey, policy of non-discrimination on the basis of handicapped status, and grievance procedure are not grant specific and apply to all CDBG Grants. This self-evaluation survey, policy of non-discrimination on the basis of handicapped status, and grievance procedure shall become effective upon adoption and shall apply for a period of three years thereafter.

Adopted this 7th day of December, 2015


Chairman

ATTEST:


Angelica Hall, Clerk to the Board